



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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February 18, 2004

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Instruction Memorandum No. NM-2004-032
Expires: 09/30/2005

To: FM's
Attention: Property Managers, Administrative Officers, Accountable Officers, and Engineers

From: DSD, Support Services

Subject: FY 2004 Real Property Inventory and Certification DD: 04/23/04

This Instruction Memorandum sets forth procedures and requirements for conducting the FY 2004 real property inventory and certification process.

New Mexico, Oklahoma, and Texas Field Offices that have accountability for real property assets must conduct the FY 2004 real property inventory. This inventory should be accomplished utilizing information found in the FA300, Real Property Management Inventory Report, located on-line. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting real property inventories. Real property inventories must be certified using Attachment 3, Real Property Inventory Certification. Effective October 1, 2003, the real property capitalization threshold changed to \$100,000 per item. Please note that items costing less than \$100,000 each do not need to be added to the inventory and will not be entered into Fixed Assets.

A team from the NMSO will travel to Taos, Albuquerque, and Las Cruces to help with the inventory and see that there is compliance with proper procedures, regulations, and requirements. Las Cruces will be visited the first week of March. Taos and Albuquerque, please contact Ralph Lucero, State Business Manager, at (505) 438-7420 and schedule a time when the team can meet with you.

The submission of all supporting documents for data corrections, additions, disposals, and the inventory certification is due to NM (956), Business Management Team, Attention: Ferne Lovelace, no later than April 23, 2004.

Close coordination among property managers, engineers, accountable officers, and administrative officers is required to ensure the effectiveness of the annual inventory. Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to Bureau records are made efficiently. A thorough and complete inventory will help the Bureau maintain its unqualified or “clean” audit opinion for the FY 2004 financial statements audit.

If there are any questions regarding the inventory or certification process, please contact Ferne Lovelace, State Property Manager, at (505) 438-7669 or Ralph Lucero, State Business Manager, at (505) 438-7420.

Authenticated by:
Eve Salisbury

Signed by:
Christopher P. Hopkins
Acting

4 Attachments:

- 1 – Real Property Inventory Responsibilities (2 pp)
- 2 – Procedures and Steps for Conducting Real Property Inventories (3 pp)
- 3 – Real Property Inventory Certification (2 pp)
- 4 – Real Property Inventory Facility Outline (1 p)

General Responsibilities:

Inventory responsibilities must be shared between Field Office Property Management staff, fire/recreation employees, as applicable, and engineering personnel.

State Property Managers shall:

- Inform Field Office Managers of timeliness for completion to meet the May 14, 2004, deadline. **Due to the State Property Manager by April 23, 2004.**
- Collect the inventory and updates from the Field Office(s) review, certify, and then forward the completed inventory to NBC for input into the Fixed Asset (FA) Personal/Real Property Management System.

Field Office Managers shall:

- Establish an "Inventory Team" consisting of the Field Office property manager, Field Office engineer, fire resource manager, as appropriate, recreation personnel, as appropriate, and other personnel, as needed to complete the inventory.
- Ensure coordination between engineering personnel, fire resources and recreation employees, where applicable, and property management staff.
- Review final supporting documentation for completeness and accuracy, and ensure that the inventory is conducted in a timely manner to meet deadlines set forth by the state property manager.
- Sign the certification and submit it to the state property manager by the due date, April 23, 2004.

Field Office Property Managers shall:

- Coordinate and conduct the real property inventory. Work with engineers and fire resource managers, as needed, to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of FA300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the state property manager.

Field Office Engineer/Fire Resource Manager and Recreation Personnel (as appropriate) shall:

- Cooperate with State and Field Office property managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

BC-653 Real Property Staff shall:

- Review the submissions from each State Office and determine what assets need corrective action in the system.
- Monitor the status of all Field Office property management inventories for the Washington Office, and ensure that property management inventories are submitted by Field Offices.
- Reconcile Real Property assets with the Bureau General Ledger control accounts.

1. Print Real Property inventory records (FA300 Reports).

- a. Use NETSCAPE
- b. Go to <http://mis.blm.gov/index.html>
- c. Choose Property, Space, & Vehicle
- d. Click on your State
- e. Scroll down to the FA Real Property Reports
- f. Choose the FA300 Brio report -- If you do not see the report at this point, ask the Information Resources Management staff for help. Here are instructions -
Do a complete install of Brio Plugin and associate the bqy file type by going to: My Computer>Tools>Folder Options>New File Type and enter the bqy extension to open with Netscape executable.
- g. Highlight the location code appropriate for your inventory
- h. Choose "Click to Select the FA300 Report" - scroll down a bit to find this button
- i. Print these records for inventory validation

To locate the appropriate locations on the FA300 Report that your team needs to inventory, please refer to Attachment 4. If your location does not appear on Attachment 4, that means you have no real property listed on BLM Fixed Assets. Is this correct? Should you have some real property of \$100,000 per item, or more, listed on the inventory? Please contact Ferne Lovelace, State Property Manager, at (505) 438-7669 if there is a problem.

2. The Field Office inventory team must visit all sites to validate the completeness and accuracy of the real property inventory. The physical site makeup must be compared to FA300 inventory information.

3. Look for discrepancies between the FA300 and your own records regarding acquisition costs or descriptions. Suggested changes should be annotated directly on the FA300 Report that will be turned into the State Office. While the focus is on current capitalized sites, **please consider sites that are not currently in the Real Property inventory; these sites may also contain new buildings, structures, or improvements that need to be added to the Real Property records based on the \$100,000 per item capitalization threshold.** Special attention should also be paid to items that need to be removed from the FA record.

4. Review Additions to Real Property records – Additions, based on the current \$100,000 per item threshold, will require the following supporting documentation:

- Copies of Receiving Reports (with acquisition date information)
- 1310-11 Completion Form
- 1530 Property Forms
- Financial Payment Documents

5. Review deletions from Real Property records – Items listed on the FA300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification.

6. When the physical inventory is complete, the Field Office property manager, the Field Office engineer, recreation personnel/fire resource manager, when appropriate, and Field Office Manager must sign off on the inventory certification cover sheet (Attachment 3). This certified inventory (annotated FA300 Report) with all supporting documents related to corrections, additions, and/or deletions should then be forwarded to State Property Manager Ferne Lovelace for final certification.

7. The State Property Manager should review the inventory for completeness, certify the inventory, and then forward the completed package to BC-653. All corrections, additions, and/or deletions, along with supporting documents, must be forwarded with the inventory and certification.

Note: Information and guidance regarding Real Property policy and procedures can be referenced on the property web site main page, <http://web.nc.blm.gov/property/>.

Use the Roswell Field Office FY 2003 format for the final report. The following is an example of cover sheet:

Index

REAL PROPERTY INVENTORY FOR ROSWELL FIELD OFFICE – NM060

Valley of Fires Location.....	P1 (this was a map)
Real Property Certification.....	P2
Certification of Unserviceable Property (DI-103A).....	P3 (disposal doc. if needed)
Real Property Summary Report & FA300	P4-19 (with necessary pen and ink changes)
Construction in Progress-Report GL1720B.....	P20-29 (if any construction in progress)

PROJECT NO. NM-060-1620-00-25-4B – 23 Site Shelters

- **Construction Project Completion Report – Form 1310-11**
- **Real Property Record Site Improvement – Form 1530-20**
- **Real Property Record Pictures – Form 1530-21**
- **Other Supporting Information** (included Notice to Proceed, Contractor Performance Profile, Contract Diary, Pertinent Memorandum, Procurement Request, Bid Schedule (Engineer's Estimate), Plans/Drawings)

PROJECT NO. NM-060-1653-HB-GC1M-25-HB—Boundary Fence

- **Construction Project Completion Report - Form 1310-11**
- **Real Property Record Site Improvement - Form 1530-20**
- **Real Property Record Pictures/Drawings - Form 1530-21**
- **Other Supporting Information**

PROJECT NO. NM-060-1230-00-25-4B – Group Shelter (open)

- **Construction Project Completion Report – Form 1310-11**
- **Real Property (RP) and Maintenance Management System (MMS) Input Form Structure –Form 1530-19**
- **Real Property Record Pictures – Form 1530-21**
- **Other Supporting Information**

Continue like this for each of your Projects.

Joseph did a great job last year and Washington, DC, was very impressed! Thanks, Joseph, for giving us a wonderful format to follow.

Organization Office Location(s): _____

I hereby certify that a physical Real Property Inventory was completed for FY 2004, and the attached information accurately describes and accounts for the Real Property assigned to this location.

Field Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Engineer

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Recreation Personnel/Fire Facilities Manager (when appropriate)

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

State Office Property Manager

(Signature)

(Print Name)

(Title)

(Date)

State Engineer

(Signature)

(Print Name)

(Title)

(Date)

Real Property Inventory Facility Outline

<u>Accountable Office</u>	<u>Site Name</u>	<u>RP#</u>
NEW MEXICO		
NM010	EL MALPAIS NATIONAL CONSERVATION AREA	
R1409		
NM020	WILD RIVERS RECREATION AREA	
R0343		
NM020	SANTA CRUZ RECREATION SITE	
R0358		
NM020	RIO GRANDE GORGE RECREATION AREA	
R1227		
NM030	AGUIRRE SPRINGS RECREATION SITE	
R0718		
NM030	DRIPPING SPRINGS RECREATION SITE	
R1475		
NM060	VALLEY OF FIRES RECREATION AREA	
R1480		
NM070	FARMINGTON ADMINISTRATIVE SITE	
R0325		
NM090	AMARILLO PLANT SITE	
R0402		
NM090	CRUDE PIPELINE	
R0403		
NM090	CLIFFSIDE FIELD	
R0404		
NM090	EXELL PLANT	
R0405		